

Regular Board of Education Meeting

Wednesday, May 20, 2020 7:00 PM

Via Zoom Videoconference. See Granby Public Schools' website for details.

I. Administrative Reports

A. Superintendent's Announcements (5 min.)

Goals: Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.

Rationale: Dr. Jordan Grossman, Superintendent, will provide district updates.

B. Appointment of Board Members to the Reopening Task Force (5 min.)

Goals: Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.

Rationale: Board Chairman, Melissa Migliaccio, will appoint members of the Board of Education to the Reopening Task Force.

C. Tribute to Coach Dave Emery (10 min.)

Goals: Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.

Rationale: Mr. Michael Dunn, High School Principal, along with Mr. Brian Maltese, Athletic Director, and students will pay tribute to Coach Dave Emery who retired this year.

D. Assistant Superintendent Announcement (5 min.)

Goals: Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.

Rationale: Dr. Jordan Grossman will announce the new Assistant Superintendent of Granby Public Schools.

E. High School Graduation and End-of-Year Activities (10 min.)

Goals: Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.

Rationale: Mr. Michael Dunn, Principal, Granby Memorial High School, will provide an update on graduation and end-of-year activities for high school students.

F. Student Representative Reports (5 min.)

Goals: Professional Learning: Develop the instructional skills and strategies of our teaching staff through ongoing, meaningful and systemic professional learning opportunities., Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.

Rationale: Ms. Dwaritha Ramesh and Mr. Jack DeGray, Student Representatives, will report on activities taking place at the high school. Additionally, two students from Wells Road Intermediate School, Addison Landheer (Grade 5) and Whitaker Zinger (Grade 4), will share their experiences with distance learning.

G. Interim Assistant Superintendents Update on Distance Learning (5 min.)

Goals: Professional Learning: Develop the instructional skills and strategies of our teaching staff through ongoing, meaningful and systemic professional learning opportunities., Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.

Rationale: Ms. Marian Hourigan, Interim Assistant Superintendent, will provide an update to the Board on Distance Learning.

H. Business Manager's Report (5 min.)

Goals: Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.,

Community Engagement: Enhance communication and build trusting relationships with all stakeholders.

Attachments:

April 2020 Statement of Accounts

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Rationale: Ms. Anna Robbins, Business Manager, will present the April statement of accounts.

I. Annual Technology Report (15 min.)

Goals: *Professional Learning: Develop the instructional skills and strategies of our teaching staff through ongoing, meaningful and systemic professional learning opportunities., Budget Development and Fiscal Management: Practice responsible budget development and management through transparency and maximize available financial resources through a balance of fiscal discipline and innovative educational investments., Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.*

Attachments:

Annual BOE Technology Report 2020

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Rationale: Mr. Jon Lambert, Director of Technology, will provide the Annual Technology Report to the Board.

II. Public Comment

Rationale: Granby community engagement and attendance at BOE public meetings is welcomed. The Public Comment segment of the meeting agenda is set aside so the BOE may receive public comments. Procedurally, public remarks will be limited to about 5 minutes and citizens will be asked to identify themselves. Because the BOE is limited by the Freedom of Information Act to discussing only matters on the agenda, the BOE is not permitted to engage in a discussion of the comments presented.

III. Consent Agenda (5 min.)

A. Minutes

Goals: *Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.*

Attachments:

Approved Minutes 5-6-20

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Rationale: The Board will approve/amend the minutes of the May 6, 2020 Board of Education meeting.

IV. Old Business

A. Third Reading and Approval of Policy 5122 - Teacher and Class Assignments (5 min.)

Goals: *Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias., Safety and Social Emotional Well-Being: Foster a safe and positive social emotional environment for everyone.*

Attachments:

Policy 5122 - Teacher and Class Assignments

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Rationale: The Curriculum/Policy/Technology/Communications Subcommittee recommends Policy 5122, Teacher and Class Assignments to the Board for a final reading and approval.

B. Third Reading and Approval of Revised Policy 5141.21 - Administering Medication (5 min.)

Goals: *Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias., Safety and Social Emotional Well-Being: Foster a safe and positive social emotional environment for everyone.*

Attachments:

Policy 5141.21 - Administering Medication (Revised April 2020)

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Rationale: The Curriculum/Policy/Technology/Communications Subcommittee recommends revised Policy 5141, Administering Medication, to the Board for final reading and approval.

V. New Business

A. Approval of Education Specifications for High School Projects (5 min.)

Goals: Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.

Rationale: The Board will consider the approval of the education specifications for the Science ADA Improvements and Building #1 North Stair Code Violation projects at the high school.

VI. Miscellaneous (20 min.)

A. Board Standing Committee Reports

1. Curriculum/Policy/Technology/Communication

Attachments:

Curriculum SC Minutes 5-6-20

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2. Finance/Personnel/Facilities

Goals: Budget Development and Fiscal Management: Practice responsible budget development and management through transparency and maximize available financial resources through a balance of fiscal discipline and innovative educational investments., Student Achievement: Improve student achievement, academic performance and opportunity at all grade levels and for all ability levels and decrease achievement gaps on the path to college and career readiness., Community Engagement: Enhance communication and build trusting relationships with all stakeholders.

B. Other Board-Related Reports

1. CREC/CABE

Goals: Safety and Social Emotional Well-Being: Foster a safe and positive social emotional environment for everyone.

2. Granby Education Foundation

Goals: Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.

C. Calendar of Events

Attachments:

Calendar of Events

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D. Board Member Announcements

E. Action Items

VII. Executive Session/Non-Meeting

Jordan E. Grossman, Ed.D.
Superintendent of Schools



Marian Hourigan
Interim Assistant Superintendent

Aimee D. Martin
Director of Pupil Personnel Services

Anna M. Robbins, SFO
Business Manager

To: Granby Board of Education
From: Anna Robbins, Business Manager
Date: May 20, 2020
Re: Financial Forecast as of April 2020

As of April 30, 2020, the full year financial forecast reflects distance learning for the remaining days of FY20 and is favorable by \$508,210. This forecast is \$98,233 better than the March forecast, which anticipated distance learning for the remaining days of FY20 as well. The forecast includes the following assumptions:

- Reduced nursing service
- Reduced transportation contract (20% estimated reduction as this matter is currently being negotiated)
- Reduced cost for miscellaneous afterschool hours performed by staff
- Reduced cost for substitute services provided by Kelly Services
- Utility savings: electricity, natural gas, communication
- Reduction in consumable supplies, travel, conferences
- Increase in software purchases
- Decrease in student activities reflecting the elimination of spring sports

Continued adjustments to salaries, unemployment compensation and facilities repair and maintenance have contributed to the favorable change in the forecast for this month.

The Quality and Diversity fund reflects the following projected savings due the implementation of distance learning and the forfeiting of many of our normal activities:

- Reduction in after school and enrichment activities
- Reduction in bus monitor services
- Reduction in support services

Projections for Revenues to the Town are unfavorable \$21,960 due to the reduction in building rental revenue and pay for participation revenue. This unfavorable forecast is directly related to the closure of our physical buildings due to the COVID-19 pandemic. However, the Excess Cost Grant will be paid in full to the Town for FY20. There may be transportation adjustments in the accounts that are considered in the grant, however, these adjustments will be reflected in the spring 2021 ECS payment to the Town.

Thank you for your patience as we continue to review these projections on a regular basis.

**Granby Board of Education
FY 2019-2020
Statement of Accounts
for the period ended
April 30, 2020
Assuming Financial Impact of Distance Learning**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	Anticipates Distance Learning through FY20
Certified Salaries:							
Administration	1,673,719	1,385,763	265,251	1,651,014	22,705	98.64%	22,705
Regular Education	10,721,894	7,833,357	2,726,011	10,559,368	162,525	98.48%	138,684
Special Education	1,740,035	1,330,549	418,206	1,748,754	(8,720)	100.50%	(8,720)
Total	14,135,647	10,549,669	3,409,468	13,959,137	176,510	98.75%	152,669
Substitute/Tutor/Support Salaries							
Substitutes	8,000	5,071	0	5,071	2,929	63.39%	2,929
Sped Support (Speech, O.T. & P.T.)	410,583	337,172	81,050	418,222	(7,639)	101.86%	(7,639)
Tech Support	230,410	194,157	42,580	236,738	(6,328)	102.75%	(3,828)
Tutors - Regular Education	21,110	14,628	4,538	19,166	1,944	90.79%	1,944
Tutors - Special Education	23,616	14,706	0	14,706	8,910	62.27%	7,168
Total	693,718	565,734	128,168	693,902	(184)	100.03%	574
Teaching Assistant Salaries:							
Regular Education TA	284,889	211,623	58,636	270,259	14,629	94.86%	11,557
Special Education TA	1,081,299	814,096	244,853	1,058,949	22,350	97.93%	22,350
Total	1,366,188	1,025,719	303,489	1,329,208	36,979	97.29%	33,907
School Secretaries' Salaries	615,682	491,783	124,281	616,064	(382)	100.06%	(882)
Central Office Salaries	532,735	430,914	110,836	541,749	(9,014)	101.69%	(9,014)
Custodial & Maintenance Salaries	1,293,756	1,046,992	240,223	1,287,215	6,541	99.49%	773
Total Salaries	18,637,725	14,110,811	4,316,465	18,427,276	210,450	98.87%	178,026
Employee Benefits	5,001,350	4,290,374	585,238	4,875,612	125,738	97.49%	66,798
Total Salaries & Employee Benefits	23,639,075	18,401,184	4,901,703	23,302,888	336,187	98.58%	244,824

**Granby Board of Education
FY 2019-2020
Statement of Accounts
for the period ended
April 30, 2020
Assuming Financial Impact of Distance Learning**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	Anticipates Distance Learning through FY20
Purchased Services:							
Instructional Purchased Service	530,572	455,403	85,029	540,432	(9,861)	101.86%	(47,861)
Administration Purchased Service	425,618	297,220	29,768	326,988	98,630	76.83%	91,831
Maintenance Purchased Service	101,483	57,205	19,121	76,326	25,157	75.21%	0
Total	1,057,672	809,828	133,918	943,746	113,926	89.23%	43,970
Legal Services	55,000	26,090	28,911	55,000	0	100.00%	0
Repairs & Maintenance:							
Instructional Repairs & Maintenance	74,599	58,587	8,449	67,036	7,563	89.86%	7,563
Administration Repairs & Maintenance	8,500	0	0	0	8,500	0.00%	8,500
Maintenance Repairs & Maintenance	462,698	297,965	41,120	339,085	123,613	73.28%	50,000
Total	545,797	356,552	49,569	406,121	139,676	74.41%	66,063
Transportation:							
Transportation Regular Education	852,106	516,373	313,528	829,900	22,206	97.39%	80,341
Transportation Special Education	662,900	354,224	315,890	670,114	(7,214)	101.09%	37,830
Transportation Vocational Tech	92,674	49,030	36,687	85,717	6,956	92.49%	8,348
Total	1,607,680	919,627	666,104	1,585,732	21,948	98.63%	126,518
Insurance Property & Liability	102,700	94,888	0	94,888	7,812	92.39%	7,812
Communications	99,281	69,402	15,795	85,197	14,084	85.81%	14,000
Tuition:							
Tuition Special Education	1,451,252	1,366,396	273,686	1,640,082	(188,830)	113.01%	(188,830)
Tuition Adult Education	10,467	9,927	0	9,927	540	94.84%	540
Total	1,461,719	1,376,323	273,686	1,650,009	(188,290)	112.88%	(188,290)
Conference & Travel Expense	73,497	38,615	8,413	47,028	26,469	63.99%	26,000
General Supplies:							
General Supplies Regular Education	297,040	227,403	56,794	284,197	12,843	95.68%	10,000
General Supplies Special Education	26,416	21,995	1,948	23,942	2,474	90.64%	0
General Supplies Administration	81,176	62,134	22,266	84,400	(3,224)	103.97%	(3,224)
General Supplies Maintenance	142,372	82,347	4,888	87,235	55,137	61.27%	35,000
Total	547,004	393,879	85,896	479,775	67,229	87.71%	41,776

**Granby Board of Education
FY 2019-2020
Statement of Accounts
for the period ended
April 30, 2020
Assuming Financial Impact of Distance Learning**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	Anticipates Distance Learning through FY20
Electricity	397,049	299,121	102,714	401,835	(4,785)	101.21%	0
Fuel/Natural Gas	156,352	135,738	51,059	186,797	(30,445)	119.47%	(10,000)
Textbooks/Workbooks	157,746	121,497	8,200	129,697	28,049	82.22%	25,000
Library/Media Center	62,118	53,300	5,516	58,816	3,302	94.68%	3,302
Software	304,544	289,851	16,871	306,721	(2,177)	100.71%	(6,000)
Dues & Fees	54,598	38,272	6,169	44,441	10,157	81.40%	9,000
Replacement Equipment:							
Replacement Equip Instructional	0	0	0	0	0	0.00%	0
Replacement Equip Administration	2,500	2,135	0	2,135	365	85.40%	365
Replacement Equip Maintenance	24,000	6,081	0	6,081	17,919	25.34%	12,000
Total	26,500	8,216	0	8,216	18,284	31.00%	12,365
Student Activities	786,287	507,612	167,690	675,302	110,985	85.88%	91,869
Total General Fund	31,134,619	23,939,996	6,522,213	30,462,209	672,410	97.84%	508,210
	SPED	5,480,361				SPED	(232,803)
	GEN ED	25,654,258				GEN ED	741,013
Quality & Diversity	1,082,731	809,034	149,442	958,476	124,255	88.52%	70,455

**Granby Board of Education
 FY 2019-2020
 Statement of Accounts
 for the period ending
 April 30, 2020
 For Selected Special Education Accounts
 Assuming Financial Impact of Distance Learning**

II. Expenditures	9-2020 Budget	Expended	Encumbered	Expended & Encumbered	Balance	April 2020 Forecast	Anticipates Distance Learning through FY20
Legal Expense	27,500	19,058	8,443	27,500	0	0	0
Special Education Certified Staff	1,740,035	1,330,549	418,206	1,748,754	(8,720)	(8,720)	(8,720)
Teacher Assistants	1,081,299	814,096	244,853	1,058,949	22,350	22,350	22,350
Special Education Tutors	23,616	14,706	0	14,706	8,910	7,168	7,168
Evaluation, Therapy & Contracted Services	83,176	119,143	58,994	178,137	(94,961)	(94,962)	(94,962)
Sped Support (Speech, O.T., & P.T.)	410,583	337,172	81,050	418,222	(7,639)	(7,639)	(7,639)
Special Ed Transportation	662,900	354,224	315,890	670,114	(7,214)	7,643	37,830
Out of District Tuition	1,451,252	1,366,396	273,686	1,640,082	(188,830)	(188,830)	(188,830)
Total Selected Special Education Accounts	<u>5,480,361</u>	<u>4,355,344</u>	<u>1,401,121</u>	<u>5,756,465</u>	<u>(276,104)</u>	<u>(262,990)</u>	<u>(232,803)</u>

**Granby Board of Education
 FY 2019-2020
 Statement of Accounts
 for the period ending April 30, 2020
 Assuming Financial Impact of Distance Learning**

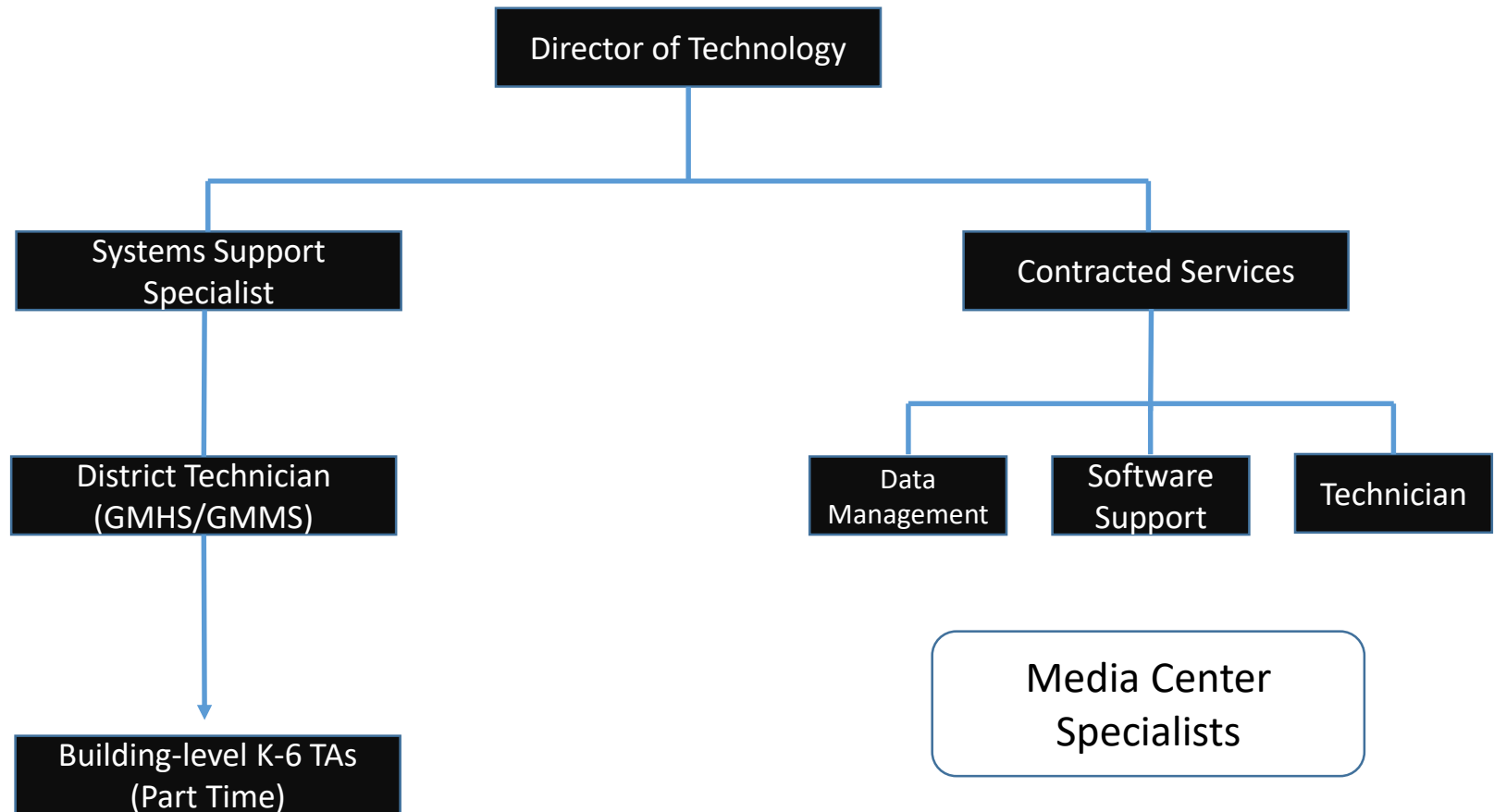
I. Revenue	FY 2019-2020 Budget	Currently Anticipated	Received To Date	April Forecast Anticipates Distance Learning through FY20
Reg. Tuition from other Towns	494,560	535,231	262,680	40,671
SPED Tuition from other Towns	389,724	411,174	205,587	21,450
SDE Excess Cost Reimbursement	487,666	433,637	328,018	(54,029)
Rental Fees	16,157	12,895	12,895	(3,262)
Pay for Participation	54,615	27,825	27,825	(26,790)
Sub Total	<u>1,442,722</u>	<u>1,420,762</u>	<u>837,005</u>	<u>(21,960)</u>



2020 Technology Report

The primary focus of the technology department is to support the operational, organizational, and academic objectives of our professional learning community.

Technology Department Staffing



Areas of Support

- Municipal Area Network, Technology & Telecommunications Infrastructure/Equipment, Administrative Systems, Audio/Visual
- Security & HVAC Systems
- Software & Information Management
- Instructional Technology
- Assistive Technology
- End User Support & Training



FY20 Highlights - FY21 Initiatives

- Technology Support
- Projects and Replacement of Existing Technology
- Upgrades and Improvements
- Remote Working and Learning, 1:1 Computing Program
- Intra-town Cooperation
- Looking Ahead



Regular Board of Education Meeting – Approved Minutes
May 6, 2020, 7:00 p.m.
Via Zoom Videoconference

Present Board Members: Jenny Emery, Mark Fiorentino, Melissa Migliaccio, David Peling, Sarah Thrall, Rosemarie Weber, and Dwaritha Ramesh and Jack DeGray (Student Representatives).

Absent Board Members: Brandon Webster

Melissa Migliaccio called the meeting to order at 7:05 p.m.

I. Administrative Reports

I.A. Superintendent's Announcements

- Good evening and welcome to everyone this evening. This week we are celebrating Teacher Appreciation Week. Students and families have truly honored them by creating videos and signs. Additionally, today is National Nurses' Day and last week we celebrated National Principals' Day.
- As announced by the Governor yesterday, schools will not return for the remainder of this school year. It remains to be seen what will happen with summer school and the beginning of the school year in the fall.
- A survey on distance learning progress was sent to families today and is due on Tuesday.
- If students are struggling with school or social/emotional needs, please contact your principal and teachers. School social workers, psychologists and social workers are all available to help you as well.
- Mr. Dunn will be speaking to the BOE regarding graduation and end-of-year activities for the high school. Our hearts truly have to go out to our high school seniors. There was nothing to communicate on specific plans relative to graduation and end-of-year activities until yesterday because it was our hope that we would be back in school.
- Principals will be sending communication to families in the next few weeks regarding end-of-year activities for their respective schools.
- Regarding summer school, there will be guidance going out from state been in contact with local organization running camps to ensure we are aligned. Families will receive information regarding this. We are acting on information we receive.
- We have been communicating with the Hartland Superintendent and Open Choice Office on a regular basis to make sure our families coming from out of town are up-to-date on communication.
- With regard to students' personal items left at school, the district will be working with the public health department for what is the safe way for students to pick up items. Parents will be hearing directly from school principals with regard to students picking up their personal belongings left in lockers.
- Will be forming a reopening committee to establish how to reopen schools in the fall. Waiting for guidance from the State as to what our opening in the fall should look like. This committee will be led by Central Office administrators, a BOE member, as well as medical, parent, student, and union representation.
- We are continuing our relationship with the Farmington Health District on program entitled Resiliency Grows Here. This is a program sponsored through the Farmington Valley Health District and will be instituted in Grades K-5 in the fall to assist with the social and emotional wellbeing of students. It will be open to Grades 6-12 in the following year.
- The district is offering additional technology workshops for families. Workshops were held at the middle school and will be available for elementary and high school families as well. Further communication will be coming from the schools.
- I am happy to report that the GEF Program, "Stay Home, Stay Creative" is very successful. Thank you to parents and students who are sending them pictures and videos to post.
- Thank you to McKenna Ryan who performed a song from the musical, *Mama Mia* this week to start off staff appreciation week. Unfortunately, students worked hard on this musical and were not able to perform it.
- Interviews for the Assistant Superintendent position have been completed and a final candidate has been selected. I will bring the candidate to the Board at the next meeting on May 20th to meet the community.
- The district is working on a plan to recognize our retirees and 25-year employees this year.
- This evening we asked two middle school students to also participate in our student report on distance learning. Wells Road students will report at the next meeting and Kelly Lane students at the following meeting.

Melissa Migliaccio thanked Dr. Grossman stating that these are interesting times to be a new superintendent and that Dr. Grossman has led our district very ably during these times. The communication as both a parent and board member have been excellent. Thank you for you and your team's work. Mark Fiorentino inquired about the meals program and if it was still getting good usage. Dr. Grossman stated, yes, he will get recent numbers but the numbers have been very consistent week to week.

I.B. Student Representative Reports

Jack DeGray spoke about SAT exams; however, his audio was not clear. Junior planning was held last week and this week. Students spoke to counselors about what they will need to do to prepare for the college application process. Mark Fiorentino inquired if the guidance counselor meetings will be held via zoom or teleconference. Jack stated it will either be a Google Classroom or Zoom meeting but can also be via e-mail exchanges.

Dwaritha Ramesh stated although she is disappointed about a regular senior year, she is making the best of situation and trying to think ahead and stay positive. Administrators will think of some way to allow these events to happen for this year. With regard to distance learning, she stated as she reported at the last meeting things were going very smoothly and stated they are going even more smoothly as time goes on. It has become a new normal. AP classes are ramping up and AP exams will be held next week with different versions of the exam.

Middle school student, Sydney Henry (Grade 7), informed the Board that distance learning is very good. There are many positive things happening. For example, Ms. Bryanton holds a virtual art club classroom where students can post art, drawings and photos. Additionally, many teachers hold Google Meets every week even just to say hi and check in with peers and teachers. Ms. Buckley held a review Google Meet for an upcoming quiz. It has been a great way to connect with peers and teachers. Overall, distance learning has been great and is getting easier every week. She stated she is enjoying it. Melissa Migliaccio inquired how many hours a day does she do work? Sydney stated she starts around 8 a.m. and ends around 10-11 a.m. and attends meetings in the afternoon.

Middle school student, Chase Alexander (Grade 8), stated district learning has posed some unique challenges for students but the biggest surprise is how smooth the transition has been. He misses his friends and the social interaction component. Teachers are trying ways to stimulate that environment by using Google Meet quite frequently with unique games and conversations. Mr. Hershon also held a lunch hour to discuss topics. Since spring break ended, a feedback day was instituted where no new material is assigned on that day. This has allowed students to get work done or improve upon previous assignments. He stated distance learning has been a positive experience and is surprised how he is still able to learn while appreciating and enjoying it as well as still interacting with teachers and students. Ms. Migliaccio inquired about extracurricular activities and if he has found any way to compensate for missing those. Chase stated there will be an attempt to hold a Bridges Meeting next week.

Sarah Thrall asked the students how they get themselves motivated. Sydney stated she gets up early and that distance learning has flexibility. She just enjoys learning but Google Meets motivates her to keep going because of her enthusiasm to share. She tries to finish her work in the morning so she will have time in the afternoon. Chase stated he has the same thought process to do his work in the morning. Dwaritha stated that notification has definitely has been tough but she is still doing all of her work. She does not get up at 8 a.m. as she is most productive later in the day/evening starting her work around 10-11 a.m. Jack stated he likes to do this work when he wakes up so that he can enjoy the rest of the day.

I.C. Interim Assistant Superintendent's Report on Grading

Ms. Marian Hourigan, Interim Assistant Superintendent, provided an update to the Board on grading for elementary and middle school students. She stated district and school leadership teams have come together to adjust grading procedures to best reflect the changes in delivery of instruction. For elementary students, the third trimester report card will look different this year. There will be two sections: one section will indicate the standards taught in Numeracy, Reading, Writing, and Science and the second section will contain comments related to students' participation, areas of strength and areas for continued growth. Grading practices at the middle school will continue as they were prior to distance learning; however, teachers are relaxing some deadlines when posting grades or forgiving some missing work, when appropriate. Grades are intended to provide evidence of student progress and help to identify students needing more support or a new challenge. With regard to grading at the high

school, the CT State Department of Education provided guidance to districts to use a Pass/Fail system as a basis for student grades during distance learning. A decision has been made that the high school will provide students the option to receive a Pass/Fail for 4th quarter courses or receive traditional letter grades on a per-course basis. Both AP and UConn ECE programs have confirmed they will accept Pass/Fail. Students need to communicate their preference to their school counselor by the end of the first week in June.

II. Public Comment

There were no public comments this evening.

III. Consent Agenda

III.A. Minutes

A motion was made by Sarah Thrall and seconded by Rosemarie that the Granby Board of Education adopt the consent agenda. This motion passed unanimously at 7:45 p.m.

IV. Old Business

IV.A. Second Reading of Draft Policy 5122 - Teacher and Class Assignments

The Curriculum/Policy/Technology/Communication Subcommittee recommended draft Policy 5122, Teacher and Class Assignments, to the Board for a second reading. Sarah Thrall stated she has not received any comments on this policy. This policy will move forward for a third reading and approval at the next meeting.

IV.B. Second Reading of Revised Policy 5141.21 - Administering Medication

The Curriculum/Policy/Technology/Communications Subcommittee recommended revised Policy 5141.21, Administering Medication, to the Board for a second reading. Sarah Thrall stated she has not received any comments on this policy. This policy will move forward for a third reading and approval at the next meeting.

V. New Business

V.A. Special Education Update on Distance Learning

Ms. Aimee Martin, Director of Pupil Personnel Services, provided an update to the Board on distance learning for special education students. Things are humming along in special education. As you know, the last day of school was March 13th. During that first week materials were gathered thinking we would only be out of school for two weeks and they would post opportunities for students. This being teacher appreciation week Ms. Martin stated she would be remiss if she didn't say Granby has the best special education staff in the state. She said there was not a lot of time to plan. IEPs had to be met. By the next week the teachers and support staff were engaging with families. They have been online face to face with students since then. It was stressful for everyone that this will continue to the end of the year. It is exhausting. A lot of parents are sitting with their children while they are getting their direct services. A child who has a disability may have services all day long. It can be a long day for some of our kids. Teachers slowed down some assignments which was helpful. She stated she Meets with administration and special ed staff at each school once a week to talk about any issues. Ms. Martin stated teachers go into Google classrooms and try to modify appropriately for each child. It has been an amazing transition and she is very proud of the people doing the work. We have kept all of our teaching assistants and provided a lot of training and technology for them. They go into Google Classrooms and engage with students as well as coordinate with teachers. We have just started distance PPTs where teachers and support staff will need to attend. We are following everything from state to follow the IEP to best of our ability. It is not perfect but she is not concerned that special education has not kept up with general education.

Sarah Thrall commented some of her friends have said the Special Education Department has been phenomenal and they can't say enough about their teachers. She inquired if Ms. Martin seeing anything in particulate as needs for Special Education Department, i.e., tips, best practices. Ms. Martin stated there needs to be more time for collaboration with general education peers. More time should be dedicated for a conversation of what works for special education students vs. general education and how do we prevent overwhelming kids who are getting those services and doing all of the classroom work. Jenny Emery thanked Ms. Martin for raising the issue of teaching assistants. There are places where we can be penny wise and pound foolish. All teachers and teaching assistants are working and is great to hear how they are engaging with students.

V.B. High School Graduation and End-of-Year Activities

Mr. Michael Dunn, Granby Memorial High School Principal, provided an update on graduation and end-of-year activities for high school students. Mr. Dunn stated as parent of a senior himself, he knows how this has impacted our students. There is a lot of disappointment going through the community given the Governor's decision yesterday. Mr. Dunn reviewed the process as follows: 1) There have been regularly scheduled graduation meetings and those have not stopped; 2) The Graduation 2020 Committee consists of administrators, Class of 2020 officers, staff advisors, office staff, and two parents of seniors and this group has been meeting since March; 3) A survey was sent recently to the entire class to solicit preferences; 4) Administration has been in regular communication with the Farmington Valley, NCCC and DRG B high schools to share ideas; 5) Exploring various vendors and resources to facilitate a virtual event; and 6) Admin has maintained regular communication with State of CT and Farmington Valley Health District regarding best options.

The following options were reviewed:

Option A: Traditional graduation on June 16th. (This option does not meet the Governor's Executive Order.)

Option B: Restricted traditional graduation with limited guests and use of the field in collaboration with Police Department to enforce guidelines set by the Executive Order and public health officials. (This option does not meet the Governor's Executive Order.)

Option C: Virtual ceremony with drive-through diploma to be broadcast on June 16th. A video will definitely be created for the graduating class even if there is a traditional or restricted traditional graduation.

Option D: Delayed graduation. There was interest in a delayed event but there is no guarantee of all students participating.

Mr. Dunn stated he will be communicating to the senior class as soon as possible. Most high schools are considering some combination of a virtual ceremony. There are several other end-of-year events such as award ceremonies, etc. He stated even if we go with a virtual or drive-through celebration, students would need their caps and gowns and would need to come to school to pick up those items. There may also be an opportunity for a graduation photo. He stated there might be a possibility to work with parent groups for a summer send-off or delayed safe graduation event. Melissa Migliaccio stated we do not know what the Governor is going to allow or not allow at this point. Mark Fiorentino thanked Mr. Dunn and the entire team stating he knows it is quadruple the work and is grateful for everyone doing the work. Nothing would mean more to the kids than maximizing what we can do for them. Jenny Emery stated a lot of people are asking to contribute to the celebration for seniors. She inquired what is the right advice to give people who want to help. Dr. Grossman stated any recommendations regarding graduation can be sent to either Mike Dunn or my office. The goal is to go as long as we can without making it a final decision. We still have time. We are keeping our vendors and contractors in place until the last possible minute. Mr. Dunn stated Granby has a wonderfully generous community and parents. Dr. Grossman also informed the Board that 8th grade promotion is being discussed and worked on as well.

VI. Miscellaneous

VI.A. Board Standing Committee Reports

VI.A.1. Curriculum/Policy/Technology/Communication

Sarah Thrall reported this Subcommittee met this evening. The Guidance Department gave a presentation on their strategic plan and outlined their goals and action items under those domains. The Subcommittee will be looking to have the full Board look at this later on in the fall. The Assistant Superintendent gave her report. Central Services has been extremely busy. An announcement regarding summer school will be made on May 15th - awaiting that announcement from the Governor. There has been a lot of work on report cards and grading. Teacher of the Year has been chosen and will be announced at the end of the year. The professional development day on May 26th will focus on distance learning and professional development around that. A distance learning survey has been sent to teachers. Equity team meetings were held in April. Also discussed summer school programming to include intensive reading and math tutorials for students. Mark Fiorentino inquired when the Board will see the guidance plan. Ms. Thrall stated the Subcommittee had a first look at it this evening and will have it as an agenda item in June. It may potentially go to the full Board later in the fall following some sort of Board Retreat.

VI. Miscellaneous (Cont'd)

VI.B. Other Board-Related Reports

VI.B.1. CREC/CABE

Mark Fiorentino reported CREC has not met since last meeting. Melissa Migliaccio stated she continues to forward CABE correspondence on to Jordan. A lot of great ideas are being shared.

VI.B.2. Granby Education Foundation

Jenny Emery reported GEF has not met.

VI.C. Calendar of Events

The only upcoming events are Board Meetings. Melissa Migliaccio stated she looks forward to seeing people there.

VI.D. Board Member Announcements

There were no Board member announcements this evening.

VI.E. Action Items

1) Numbers for the lunch program for Mark Fiorentino.

VII. Executive Session/Non-Meeting

A motion was made by MM and seconded by RW to enter into an Executive Session to discuss a personnel matter. This motion passed unanimously at 8:21 p.m.

The Executive Session adjourned at 8:42 p.m.

Respectfully submitted,

Rosemarie Weber
Board Secretary

Students

Teacher and Class Assignments

Assigning Students to a Teacher and Classes in Grades K-12

Each building principal will have the responsibility and the authority for assignment of each student to their teacher(s) and class(es) with the best interests of the child in mind. The parent(s)/guardian(s) is/are encouraged to consult with their principal or designee in the spring prior to classroom assignments concerning the child's learning style, specialties and difficulties, and particular needs, personal or educational. The parent(s)/guardian(s) is/are also encouraged to discuss with the building principal the child's progress in the fall once classes are underway; however, the principal will make the final determination in placing all children.

Students transferring from a school accredited by a State Department of Education will enroll at the grade level and with the course credits indicated by the records of the previous school. Students transferring from a school that is non-accredited will be accepted for enrollment at the level school records indicate, but the level of mastery and the quality of their previous class work must be validated against the District's performance standards and benchmarks.

Grades 9-12

Transfer from an Accredited School

A student transferring from an accredited school must earn a minimum of six (6) credits during the senior year to receive a Granby Memorial High School diploma. Students must complete all graduation requirements in order to participate in the commencement exercises. Any transferred second-semester senior may arrange with his/her former school to receive a diploma.

Transfer from a Non-accredited School (Including Home-Schooling)

Previous high school work will be validated for a 9-12 student by successfully completing a placement assessment for every unit/course completed in a non-accredited high school or home-schooling, i.e., successful completion of the placement assessment of mathematics would validate the mathematics credit being transferred. If the placement assessment does not validate the credit, similar or equivalent work will be evaluated at the discretion of the principal. Students transferring from non-accredited schools or home-schooling may transfer a maximum of seven (7) equivalent units per school year. Ordinarily, students from non-accredited high schools or from home-schooling will not be eligible to graduate from Granby Memorial High School with less than one year of full-time attendance.

Students

Teacher and Class Assignments

Assigning Students to a Teacher and Classes in Grades K-12 (Cont'd)

(cf. 5122.3 – Assignment of Former Home-Schooled Students to Classes)

(cf. 5123 – Promotion/Retention)

(cf. 6146 – Graduation Requirements)

Legal Reference: Connecticut General Statutes

10-221(b) Boards of education to prescribe rules

Policy adopted:

**GRANBY PUBLIC SCHOOLS
Granby, Connecticut**

Students

Administering Medication

The purpose of this policy is for the Board of Education (Board) to determine who shall administer medications in a school and the circumstances under which self-administration of medication by students shall be permitted.

The Board of Education allows students to self-administer medication and school personnel to administer medication to students in accordance with the established procedures and applicable state regulations. In order to provide immunity afforded to school personnel who administer medication, the Board of Education, along with the School Medical Advisor and the school nurse supervisor, shall review and/or revise this policy and regulations as required. The District's School Medical Advisor will approve this policy and its regulations.

Definitions

Administration of medication means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

Authorized prescriber means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant and for interscholastic and intramural athletic events only, a podiatrist.

Carrier means any school district, educational institution, or person, firm or corporation under contract to such district or institution engaged in the business of transporting students. (C.G.S. 14-212 (2)).

Cartridge injector means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reaction.

Controlled drugs means those drugs as defined in Connecticut General Statutes.

Cumulative health record means the cumulative health record of a student mandated by Connecticut General Statutes Section 10-206.

Error means:

- (1) the failure to do any of the following as ordered:
 - (a) administer a medication to a student;
 - (b) administer medication within the time designated by the prescribing physician;

Students

Administering Medication

Definitions (Cont'd)

- (c) administer the specific medication prescribed for a student;
 - (d) administer the correct dosage of medication;
 - (e) administer medication by the proper route; and/or
 - (f) administer the medication according to generally accepted standards of practice; or
- (2) the administration of medication to a student which is not ordered by an authorized prescriber, or which is not authorized in writing by the parent or guardian of such student.

Investigational drug means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

Medication means any medicinal preparation including over-the-counter, prescription and controlled drugs, as defined in Connecticut General Statutes Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

Medication plan means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

Medication order means the written direction by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

Qualified personnel for schools means (a) a full time employee who meets state certification requirements as a principal, teacher, occupational therapist or physical therapist and has been trained in the administration of medication by the school nurse; (b) a coach and licensed athletic trainer who has been trained in the administration of medication by the school nurse; and (c) a paraprofessional who has been trained in the administration of medication pursuant to Section 10-212a-9 of these regulations.

Self-administration of medication means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

Students

Administering Medication

Definitions (Cont'd)

School bus driver means any person who holds a commercial driver's license with a public passenger endorsement to operate a school bus pursuant to subsection (a) of C.G.C. 14-44.

General Policies on Administration of Medication

A child with diabetes may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of such child to conduct self-testing, along with authorization of the parent/guardian and approval of the school nurse. Such self-testing shall be pursuant to guidelines promulgated by the Commissioner of Education.

The school nurse or school principal shall select qualified school personnel to, under certain conditions, give a glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. The nurse or principal must have the written authority from the student's parent/guardian and a written order from the student's Connecticut-licensed physician. The authorization shall be limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer this medication unless he/she has annually completed any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon, the school nurse and school medical advisor must attest that the qualified school employee has completed such training and the qualified school employee voluntarily agrees to serve as a qualified school employee. The injections are to be given through an injector or injectable equipment used to deliver an appropriate dose of glucagon as emergency first aid response to diabetes.

With written permission from a Licensed Medical Professional, a child diagnosed with asthma or a diagnosed life-threatening allergic condition, may possess, and self-administer medicine through the use of an asthmatic inhaler or an EpiPen or similar device while in the school or while receiving school transportation services.

With written authorization of a student's parent/guardian, and pursuant to the written order of a physician, a school nurse (and a school medical advisor, if any), shall select and provide general supervision to a qualified school employee, who voluntarily agrees to serve as a qualified school employee, to administer anti-epileptic medication, including by rectal syringe, to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan. Such authorization is limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer such medication unless he/she annually completed the training program developed by the State Department of Education, in consultation with the School Nurse Advisory Council.

Students

Administering Medication

General Policies on Administration of Medication (Cont'd)

In addition, the school nurse (and school medical advisor, if any), shall attest, in writing, that such qualified school employee has completed the required training. The qualified school employee shall also receive monthly reviews by the school nurse to confirm his/her competency to administer anti-epileptic medication. For purposes of the administration of anti-epileptic medication, a "qualified school employee" means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the District, coach or school paraprofessional.

A school nurse may administer medication to any student pursuant to the written authorization of an authorized prescriber (physician, dentist, optometrist, an advanced practiced registered nurse, or a physician assistant and for interscholastic and intramural athletic events only, a podiatrist), the written authorization of a parent or guardian of such child or eligible student and the written permission of the parent/guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.

The parent/guardian of a student who does not have a physician's order for epinephrine may submit, in writing, to the school nurse and school medical advisor, if any, that epinephrine shall not be administered to his/her child.

In the absence of a school nurse, any nurse employed by and/or providing services under the direction of the Board of Education at a school-based clinic, school sponsored activity, and /or extracurricular activity and only qualified personnel for schools who have been properly trained may administer medications to students as delegated by the school nurse upon the successful completion of specific training in administration of medication and satisfactory completion of the required criminal history check.

Medications with a cartridge injector may be administered by qualified personnel for schools to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death. Qualified personnel for schools, as defined, may administer oral, topical, intranasal, or inhalant medication in the absence of a licensed nurse. Investigational drugs or research or study medications may not be administered by qualified personnel for schools. This also includes school bus drivers as indicated in policy 4212.42.

A school nurse or, in the absence of a school nurse, a qualified school employee shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine. A school nurse or a school principal shall select qualified school employees to administer such epinephrine under this subdivision, and there shall be at least one such qualified school employee on the grounds of the school during regular school hours in the absence of a school nurse. A

Students

Administering Medication

General Policies on Administration of Medication (Cont'd)

school nurse or, in the absence of such school nurse, such qualified school employee may administer such epinephrine under this subdivision, provided such administration of epinephrine is in accordance with policies and procedures pursuant to Section 10-212a of the Connecticut General Statutes. Such administration of epinephrine by a qualified school employee shall be limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer such epinephrine under this subdivision unless such qualified school employee annually completes the training program as specified by Public Act No. 14-176.

Coaches and licensed athletic trainers during intramural and interscholastic events may administer medications as described in this policy and administrative regulations

In compliance with all applicable state statutes and regulations, parents/guardians may administer medications to their own children on school grounds.

Administration of Medication by Paraprofessionals

Paraprofessionals May administer medications, including medication administered with a cartridge injector to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies.

Administration of Medication by Coaches and Licensed Athletic Trainers during Intramural and Interscholastic Events

During intramural and interscholastic athletic events, a coach or licensed athletic trainer who has been trained in the general principles of medication administration applicable to receiving, storing, and assisting with inhalant medications or cartridge injector medications and documentation, may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse. The medication which may be administered is limited to: (1) inhalant medications prescribed to treat respiratory conditions and (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

The school nurse is responsible for the student's individualized medication plan and shall provide the coach with a copy of the authorized prescriber's order and the parental/guardian permission form. Parents are responsible for providing the medication, such as the inhaler or cartridge injector, to the coach or licensed athletic trainer, which shall be kept separate from the medication stored in the school health office during the school day.

Students

Administering Medication

Administration of Medication by Coaches and Licensed Athletic Trainers during Intramural and Interscholastic Events (Cont'd)

Medications to be used in athletic events shall be stored in containers for the exclusive use of holding medications; in locations that preserve the integrity of the medication; under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and in a locked secure cabinet when not in use at athletic events.

The agreement of the coach or licensed athletic trainer is necessary for the administration of emergency medication and the implementation of the emergency care plan.

Coaches and athletic trainers are required to fulfill the documentation requirements as outlined in the administrative regulations accompanying this policy. If the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next school day.

(cf. 4112.5/4212.5 – Security Check/Fingerprinting)

(cf. 5141 – Student Health Services)

(cf. 5141.23 – Students with Special Health Care Needs)

Legal Reference: Connecticut General Statutes
10-206 Health Assessment
10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.
10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252 and PA 09-155, PA 12-198, PA 14-176, PA 15-215)
19a-900 Use of cartridge injector by staff member of before- or after-school program, day camp or day care facility.
21a-240 Definitions
29-17a Criminal history checks. Procedure. Fees.
52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors)
Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive

Students

Administering Medication (Cont'd)

Code of Federal Regulations: Title 21 Part 1307.2

20-12d Medical functions performed by physician assistants. Prescription authority.

20-94a Licensure as advanced practice registered nurse.

29-17a Criminal history checks. Procedure. Fees.

PA 14-176 An Act Concerning the Storage and Administration of Epinephrine at Public Schools.

PA 18-185 An Act Concerning the Recommendations of the Task Force on Life-Threatening Food Allergies in Schools.

Policy adopted: September 3, 1997
Revision of Policy Adopted: October 3, 2001
Revision of Policy Adopted: December 1, 2004
Revision of Policy Adopted: September 5, 2012
Revision of Policy Adopted: June 18, 2014
Revision of Policy Adopted: November 19, 2014
Revision of Policy Adopted: November 18, 2015
Revision of Policy Adopted:

**GRANBY PUBLIC SCHOOLS
Granby, Connecticut**

Curriculum Subcommittee Meeting Minutes

May 6, 2020, 5:30 p.m.

Via Teleconference/Videoconference

Present:

Sarah Thrall
Rosemarie Weber
Melissa Migliaccio

Julie Groene
Mike Dunn
Jordan Grossman
Marian Hourigan

Absent:

Brandon Webster

Member of the Public: N/A

Meeting commenced at: 5:30 p.m.

Meeting adjourned at: 6:45 p.m.

1. Public Comment: N/A

2. Guidance Dept. Strategic Plan: Explored domains of Academic, College and Career Planning, Social/Emotional Supports as well as goals and action items for each domain.

3. Assistant Superintendent's Monthly Report: Marian Hourigan reported on summer school and the hope for an announcement on May 15th; report cards and grading; selection of Teacher of the Year; professional development on May 26th; distance learning survey; and the Granby Equity Team who hosted two meetings in April.

4. Summer Enrichment Academy: Waiting for guidance from the state; intense reading/math tutorial for students is likely.

5. Other: N/A

Action items: How many students do school counselors, social workers and school psychologists see per day in the BRYT program/outplaced/students needing daily check-in.

A motion was made by Rosemarie Weber and seconded by Sarah Thrall to adjourn the meeting. This motion passed unanimously at 6:45 p.m.



UPCOMING DISTRICT EVENTS

All of the events listed below will be via videoconference. See the website for details.

June 3	Curriculum Subcommittee Meeting Board of Education Meeting	5:30 p.m. 7:00 p.m.
June 8	Virtual GMMS Orientation Presentation for current 5 th Grade parents	4-5:00 p.m.
June 12	Kelly Lane/Wells Road School Waves	9-11:00 a.m.
June 15	Kelly Lane/Wells Road Virtual Field Day	
June 15	GMMS Goodbye Waves <ul style="list-style-type: none"> • Grade 6 • Grade 7 • Grade 8 	8:00 a.m. 8:30 a.m. 9:00 a.m.
June 15	8 th Grade Moving-Up Ceremony	5:00 p.m.
June 16	High School Graduation	5:30 p.m.
June 17	Finance Subcommittee Meeting Board of Education Meeting	5:30 p.m. 7:00 p.m.